

Daventry Hill School

Teaching Assistant SEN

Post:	Teaching Assistant SEN
Level:	Level 2
Scale:	E (points 13 to 15)
Responsible to:	Key Stage Leads / Assistant Headteachers

Job Purpose:

- Jobs comprise a sequence of tasks that form standard work routines.
- Some may have a more specialist role that will typically cover a deeper knowledge of a narrower range of circumstances.
- May provide informal assistance to less experienced colleagues.
- Works under instruction/guidance enabling access to learning including special educational needs.
- Jobs require a normal level of courtesy and effectiveness in dealing with other people. Should be able to ask questions, seek clarification and exchange information using tact and diplomacy.
- May provide straightforward clerical support to teacher or organisation.
- May contribute at an individual level to monitoring team resource levels and providing simple information.
- Likely to interact with colleagues, pupils, parents and carers and educational professionals.

Supporting Pupils in the Learning Environment

1. Supervise and support pupils in the learning environment including more in depth support for those with special needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
2. Assist pupils, within the class, individually or in small groups (and sometimes outside the main classroom) in the completion and adjustment of a wider range of predefined learning, care and support activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, ICT).
3. Assist with the supervision of pupils and planning of activities out of lesson times (for example at lunchtimes, before and after school) to enhance service delivery and encourage structured and positive play.
4. May assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment.

Providing Personal and Welfare Care

1. Assist in the planning, development and implementation of pupil education/behaviour plans and personal care programmes including toileting, hygiene and feeding/meal times, to help with development of social skills and to ensure that the schools health, safety and behaviour policies are maintained.
2. Assisting the Welfare Staff in providing support to the child whilst the staff carry out medical procedures so that the school's health, safety and behaviour policies are maintained.
3. Deal with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.
4. To care for a sick or injured child referring them when necessary to the welfare staff and accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care.

Administrative Support

1. Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, money, administering coursework).
2. Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher to meet service delivery requirements.
3. Administer routine tests and undertake routine marking of pupils work to meet requirements of pupils and the curriculum.

Working with People

1. Participate in meetings, team development activities and assist less experienced colleagues when appropriate, to support the achievement of individual and team performance and development objectives.
2. Build and maintain positive working relationships and pupils, parents, carers and colleagues to maximise pupil development and maintain the overall ethos of the school.
3. Observe behaviour and use awareness of behaviour, knowledge of different behaviour management and communication strategies and adapt existing strategies/methods as necessary to deal with disruption by pupils in class.
4. Where required and suitably trained, use appropriate physical restraint techniques in accordance with relevant policies and procedures.

Working with resources and Information

1. Monitor resource levels and contribute to the resource ordering process to ensure the timely availability of resources to meet the requirement of the curriculum.
2. Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.
3. Monitor, feedback, record and report on pupil progress, including feedback to pupils, and participate in the completion of pupil profiles and records of attainment to maximise pupil development.

Additional Work Elements

- Physical effort is required throughout the day when attending to pupils personal care needs and assisting pupils with mobility equipment such as using wheelchairs and/or hoists. This work is undertaken in accordance with health and safety policies and procedures.
- May experience regular physical and/or verbal abusive behaviour from some pupils. Where required, and suitably trained, use appropriate physical restraint techniques in accordance with policies and procedures.
- Works in an environment where at times throughout the day they experience unpleasant elements such as bodily fluids.
- All 24 tasks as outlined in the National Agreement (2003) can be included in the jobs staff are expected to complete.

Staff Member: name

Staff Member: signed

Head Teacher: signed

Date:

Daventry Hill School

Teaching Assistant Special Educational Needs Level 2

Person Specification

	Essential	Desirable
Health	<ul style="list-style-type: none">• Good general health• High level of energy and stamina	
Qualifications and Experience	<ul style="list-style-type: none">• NVQ Level 2 or equivalent in relevant subject• GCSE English Language, grade C or above or equivalent	<ul style="list-style-type: none">• Basic knowledge of First Aid• Experience of working with children with SEN• Training in the literacy/numeracy strategies.
Knowledge and Skills	<ul style="list-style-type: none">• Knowledge of special educational needs• Appropriate IT and keyboard skills• Appropriate level of data protection, security and confidentiality awareness.	<ul style="list-style-type: none">• General understanding of national curriculum and other basic learning programmes• Evidence of mentoring skills at a level relevant to the role.
Attitude / Commitment	<ul style="list-style-type: none">• Support the vision and ethos of the school• Patient, positive and flexible• Able to work as part of a multi-disciplinary team• Passionate about working with children with SEN	

24 Tasks as outlined in the National Agreement (2003) that can be included in the Teaching Assistant SEN Job Description, which staff also are expected to complete;

1. Collecting Money
2. Following up on pupil absence
3. Bulk photocopying
4. Copy typing
5. Producing standard letters
6. Producing class lists
7. Record keeping and filing
8. Classroom displays
9. Analysing attendance figures
10. Processing exam results
11. Collating pupil reports
12. Administering work experience
13. Administering exams
14. Administering teacher cover
15. ICT trouble shooting
16. Using ICT equipment
17. Ordering stock and supplies
18. Stocktaking
19. Cataloguing, preparing, issuing and maintaining equipment and supplies
20. Minute taking in meetings
21. Coordinating bids
22. Seeking and giving advice
23. Managing pupil data
24. Inputting pupil data